



Department of Defense

DIRECTIVE

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USD(AT&L)

SUBJECT: DoD Executive Agent for the Military Postal Service (MPS)

- References:
- (a) DoD Directive 4525.6, "Single Manager for Military Postal Service," May 5, 1980 (hereby canceled)
 - (b) DoD Directive 5101.1, "DoD Executive Agent," November 21, 2003
 - (c) DoD Instruction 4525.7, "Military Postal Service and Related Services," April 2, 1981
 - (d) DoD Instruction 4525.08, "DoD Official Mail Management," ~~December 26, 2004~~ August 11, 2006
 - (e) through (hi), see enclosure 1

1. PURPOSE

This Directive:

1.1. Cancels reference (a) and clarifies the authorities and functional responsibilities of the DoD Executive Agent for the Military Postal Service (MPS) pursuant to reference (b) and implements references (c) and (d); DoD 5425.8-M (reference (e)); Sections 406, 3401, and 3406 of title 39, United States Code (reference (f)); and United States Postal Service (USPS) - DoD Postal Agreement (reference (g)) to provide for the performance of MPSs for authorized personnel and organizations outside the United States and its outlying areas for the USPS extended to the U.S. Armed Forces.

1.2. Establishes the MPS responsibilities of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)); updates the MPS responsibilities and relationships of the DoD Components; and assigns the Secretary of the Army as the DoD Executive Agent for the MPS in accordance with reference (b).

1.3. Prescribes the management authorities of the DoD Executive Agent for the MPS and authorizes the Military Postal Service Agency (MPSA) to functionally manage the MPS worldwide.

1.4. Authorizes the publication of reference (c), consistent with DoD ~~I~~ 5025.01-~~M~~ (reference (h)), and authorizes publication of an MPSA Operations and Procedures Manual to replace DoD 4525.6-M (reference (i)).

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Coast Guard by agreement with the Secretary of Homeland Security when the Coast Guard is not operating as a Service of the Navy, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the “DoD Components”). The term “Military Services,” as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

3. DEFINITION

Military Postal Service (MPS). Service composed of the MPSA and the aggregate of DoD commands, organizations, personnel, and facilities that provide postal services for authorized personnel and organizations outside the United States and its outlying areas.

4. POLICY

It is DoD policy that there shall be a DoD Executive Agent for the MPS, who shall operate under the guidance of the USD (AT&L) on behalf of the DoD Components. The MPS shall provide efficient and responsive postal service to authorized personnel and organizations outside the United States, consistent with international agreements, laws, and USPS and DoD regulations.

5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Acquisition, Technology, and Logistics shall oversee the performance of the MPS through the Deputy Under Secretary of Defense (Logistics and Materiel Readiness), and shall:

5.1.1. Issue policy guidance and regulations governing the use of the MPS by the DoD Components, other Federal Agencies, non-government organizations, and their authorized personnel.

5.1.2. Approve and implement agreements among the Department of Defense, the USPS, and other Federal Agencies relating to the MPS. All such agreements shall be coordinated with the Office of the DoD General Counsel.

5.1.3. Approve all requests for the establishment or termination of MPS in any country, excluding contingency MPS established on a temporary basis to support military operations or exercises.

5.2. The Secretary of the Army, as the DoD Executive Agent for MPS, in accordance with reference (b), shall:

5.2.1. Manage the MPS throughout the Department of Defense in accordance with guidance provided by the USD(AT&L).

5.2.2. Provide legal services on MPS-related issues before the USPS, the Postal Rate Commission, the Department of Transportation, and other Federal regulatory organizations.

5.2.3. Maintain and operate the Inter-Service Postal Training Activity, for the training of the Military Services' postal personnel.

5.2.4. Maintain and fund the MPSA in the National Capital Region, including subordinate Joint Military Postal Activities collocated at USPS activities in the United States. The MPSA shall manage the MPS worldwide in accordance with DoD policies, and shall not be assigned non-MPS functions, such as internal mail distribution, electronic mail communications, or USPS postal services in the United States.

5.2.5. Designate a general officer (or equivalent civilian grade) to be the Executive Director, MPSA.

5.2.5.1. The Executive Director, MPSA, shall operate under the authority, direction, and control of the DoD Executive Agent for MPS to achieve the effective and efficient management of the MPS throughout the Department of Defense, the integration of postal transportation and distribution procedures worldwide, the implementation of uniform worldwide postal practices and procedures, and the management and operation of the MPSA in order to accomplish the mission and major functions described in enclosure 2.

5.2.5.2. The Executive Director, MPSA, shall maintain direct working relationships with the USPS, the Departments and Agencies of the Federal Government on MPS matters, and the DoD Components to provide management, coordination, and technical assistance on postal matters.

5.3. The Secretaries of the Military Departments shall:

5.3.1. Program, budget, and obligate funds for their respective Military Departments' overseas military mail transportation costs, in coordination with the DoD Executive Agent for the MPS.

5.3.2. Provide required military officer and enlisted personnel to staff the MPSA, in grades and specialties specified by the DoD Executive Agent for MPS, with a normal tour length

of 36 months. The positions of the two Commanders, Joint Military Postal Activities, Atlantic and Pacific, are rotated among the Military Services in programmed sequence every 12 years.

5.3.3. Eliminate military postal policy and management functions within their Departments that duplicate the MPSA responsibilities for managing the MPS.

5.3.4. Ensure an adequate number of trained personnel for worldwide postal operations.

5.4. The Commanders of the Combatant Commands, through the Chairman of the Joint Chiefs of Staff, shall:

5.4.1. Oversee MPS transportation and distribution and MPS operations throughout their areas of responsibility, integrating their service component commands' control of military mail movement within the theater.

5.4.2. Obtain host-country approval for establishment of the MPS, and provide the MPSA with information on postal restrictions or host-country policies affecting the MPS, including excerpts of the appropriate status of U.S. Armed Forces agreements pertinent to the MPS.

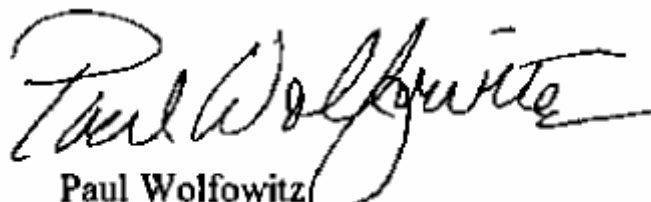
5.4.3. Designate theater service component commands to coordinate military postal operations within theater, with other theater commands, and with the MPSA, providing the necessary management information to allow effective military mail dispatch and routing, and efficient military postal operations and services for organizations, units, and personnel.

5.4.4. Provide, through designated component commands, and in coordination with the MPSA, postal inspection, advisory, and assistance programs for MPS activities under their jurisdiction.

5.4.5. Establish contingency Military Post Offices (MPOs) on a restricted and temporary basis to support military operations or exercises.

6. EFFECTIVE DATE

This Directive is effective immediately.



Paul Wolfowitz
Deputy Secretary of Defense

Enclosures - 2

E1. References, continued

E2. Mission and Major Functions of the MPSA

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD 4525.8-M, "DoD Official Mail Manual," December 26, 2001
- (f) Sections 406, 3401, and 3406 of title 39, United States Code
- (g) United States Postal Service – DoD Postal Agreement, as amended, August 20, 1982¹
- (h) DoDI 5025.01-M, "DoD Directives ~~Systems Procedures~~Program," ~~March 5, 2003~~October 28, 2007
- (i) DoD 4525.6-M, "Department of Defense Postal Manual," August 15, 2002

¹ Posted to the ADUSD Transportation Policy website at <http://www.acq.osd.mil/log/tp/>

E2. ENCLOSURE 2

MISSION AND MAJOR FUNCTIONS OF THE MPSA

E2.1. MISSION

The mission of the MPSA is to achieve efficient and economical transportation and distribution of official and personal military mail throughout the Department of Defense, and effective and responsive operation of MPOs. The major functions in section E2.2. are to be performed in support of the mission.

E2.2. MAJOR FUNCTIONS

E2.2.1. MPS Direction. Functionally manage the MPS by maintaining direct liaison with designated theater postal activities and the Military Departments to ensure the effective integration of military postal transportation and distribution processes, and the implementation of uniform DoD postal practices and procedures worldwide. Maintain Joint Military Postal Activities at the USPS military mail gateways within the United States to provide liaison for MPS activities with regional USPS officials and with military and commercial transportation managers, and to provide detailed and timely instructions to USPS officials for processing, routing, and dispatching MPS mail.

E2.2.2. USPS Operational Coordination and Liaison. Maintain operational liaison with the USPS to coordinate the operation of an integrated network of military mail transportation and distribution facilities in overseas areas. Serve as the single DoD point of contact with the USPS on MPS matters, and represent DoD personnel collectively on personal mail matters to the USPS.

E2.2.3. MPS Management and Policy Analysis. Prepare MPS policy and management studies, develop MPS goals and objectives plans, and review and analyze operations to identify military postal trends to be used as a basis for military postal policies and decisions.

E2.2.4. Postal Transportation Management. Provide postal policy guidance and technical direction to both the MPS and the USPS on transportation of military mail outside the United States, and coordinate an integrated network of military mail transportation and distribution facilities in overseas areas. Maintain liaison with the Department of Transportation, U.S. Customs and Border Protection, the U.S. Department of Homeland Security, and the U.S. Transportation Command on MPS matters.

E2.2.5. Postal Transportation Cost Management. Provide policy guidance and financial projections to the Military Departments for development of their overseas military postal transportation budgets; review postal transportation expenditures, and coordinate reimbursement of DoD and non-DoD postal transportation costs.

E2.2.6. Postal Transportation Service Standards. Monitor the USPS and the MPS military mail performance against standards of effectiveness and timeliness of delivery, taking corrective management action when necessary.

E2.2.7. Military MPS Plans and Operations. Develop and coordinate the MPS support for military operations and exercises. Provide postal planning support to the DoD Components in support of the Chairman of the Joint Chiefs of Staff planning process and assist the DoD Components in developing integrated uniform postal annexes to contingency plans.

E2.2.8. Legislative and Regulatory Matters. Monitor legislative proposals and implementing Federal regulations affecting the MPS. Draft DoD legislative proposals and Federal regulations as appropriate to ensure an effective and efficient MPS. Develop DoD position and arrange for representation of the Department of Defense in proceedings of the Postal Rate Commission and other Federal regulatory bodies involving issues affecting the MPS.

E2.2.9. Postal Agreements (Domestic and Foreign). Develop the DoD position on the USPS-DoD Postal Agreement, negotiate with the USPS for revisions, and furnish policy guidance to the Military Departments and theater commands for DoD compliance with the Agreement. Provide technical guidance in negotiations of agreements with foreign governments involving MPS support and ensure MPS compliance with these arrangements.

E2.2.10. Postal Operations Management. Coordinate the establishment and disestablishment of MPOs. Develop and publish MPSA postal publications to provide detailed operational procedures and technical direction governing the management, operation, and use of the MPS. Ensure correct address and ZIP Code standardization throughout the Department of Defense. Respond to congressional, governmental, and public inquiries relating to MPS operations.

E2.2.11. Postal Assistance and Evaluation. Monitor military postal transportation and operations overseas. Provide assistance to the Combatant Commanders and component commanders on postal inspections, and perform on-site evaluations of MPS transportation and military postal operations.

E2.2.12. Postal Training Program. Coordinate the management of an integrated training program and curriculum for military postal personnel, including in-residence training at the DoD Inter-Service Postal School, correspondence courses, and on-the-job training, to ensure adherence to DoD postal policy and doctrine.

E2.2.13. Postal Offenses, Inquiries, and Claims. Develop and coordinate policies and procedures for preventing postal offenses, and coordinate the investigation of mail depredations and loss of postal funds and equipment. Respond to inquiries, and coordinate with the USPS, the military commanders, and DoD investigative elements. Develop procedures to supplement the USPS requirements for processing postal claims, and monitor and process postal claims made against the Military Departments by the USPS.

E2.2.14. Postal Supplies and Equipment. Coordinate joint postal supply and equipment distribution for the MPS.

E2.2.15. Postal Management Information and Information Systems. Develop, establish, and operate an integrated management information and data system for monitoring weights, timeliness, and costs of moving and handling military mail and for assessing the operational status of MPOs worldwide.

E2.2.16. DoD Official Mail Program. Manage and coordinate with all the DoD Components an overall DoD Official Mail Program and Official Mail Cost Program.